

UNITED STATES ARMY INSPECTOR GENERAL SCHOOL

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# STUDENT HANDBOOK



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DEPARTMENT OF THE ARMY INSPECTOR GENERAL AGENCY  
TRAINING DIVISION  
5500 21<sup>st</sup> STREET, SUITE 2305  
FORT BELVOIR, VIRGINIA 22060-5935  
June 2007



**DEPARTMENT OF THE ARMY**  
**U. S. Army Inspector General School**  
**5500 21st Street, Suite 2305**  
**Fort Belvoir, Virginia 22060-5935**

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**MEMORANDUM FOR INSPECTOR GENERAL STUDENTS**

**SUBJECT: Welcome!**

1. Welcome to the U.S. Army Inspector General School -- the armed forces' recognized, world-class Inspector General educational institution! Our goal is to qualify you as an Army Inspector General by providing you with up-to-date, on-target instruction that will allow you to become a fully functioning Inspector General the moment you graduate.
2. This Student Handbook includes the school's evaluation requirements, grading policy, and standards of conduct as well as other important information. I expect your cooperation and adherence to these standards and policies over the next three weeks so that we can make your experience at the school as rewarding as possible. I also expect you to support fully the student chain of command.
3. My staff and faculty stand ready to assist you in any way possible. Feel free to ask any of us for help or guidance. Likewise, my door is open to all students who want to bring an issue or question directly to me.
4. Thank you in advance for your cooperation. Your time as an Inspector General will have a lasting impact on the Army, and we're here to prepare you for the challenges you will face as you venture into the world of an Army Inspector General.

***Droit et Avant!***

  
NEIL C. LANZENDORF  
COL, IG  
Commandant

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Student Handbook  
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## Chapter 1

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### Standards of Conduct

**Section 1-1. Army Values.** The Army requires its members to embrace a professional military ethic -- the Army Ethic. The Army Ethic consists of seven essential values that form the acronym LDRSHIP. As Inspectors General (IGs), we must strive to embody the seven Army Values:

**Loyalty. Duty. Respect. Selfless Service. Honor. Integrity. Personal Courage.**

**Loyalty** to the nation, the Army, the unit, the Soldiers and their families is essential. Loyalty is defined in FM 22-100, *Army Leadership*, as bearing true faith and allegiance to the U.S. Constitution, the Army, your unit, and other Soldiers and civilians. Loyalty means steadfastness, constancy, devotion, and allegiance. Other values within the concept of loyalty include faithfulness, fairness, compassion, respect for others, and decency.

**Duty** means fulfilling your obligations. It also means doing what should be done when it should be done. It is a personal act of responsibility. Values within the concept of duty include responsibility, excellence, accountability, and competence.

**Respect** means treating people as they should be treated. Respect is indicative of compassion and consideration of others. Respect also involves the notion of fairness.

**Selfless Service** puts welfare of the nation and accomplishment of mission ahead of individual desires. It requires us to put the collective good ahead of self-gain, personal advantage, and self-interest. It demands a willingness to sacrifice and leads to teamwork. Values within the concept of selfless service include sincerity, sacrifice, commitment, and courage.

**Honor** means living up to all of the Army's values. Honesty and integrity form the foundation of honor.

**Integrity** means doing what's right legally and morally. It also means honesty, uprightness, and the avoidance of deception. It is the basis for the trust and confidence that must exist among members of the Army and between the Army and the American society we serve. Values within the concept of integrity include honesty, promise-keeping, candor, honor, and courage of convictions.

**Personal courage** means to face fear, danger, or adversity both physical and moral. Physical courage is bravery. Moral courage is what enables us to stand up for what is right regardless of the consequences.

**Section 1-2. Ethics.** Professional ethics in military service is derived from three principal sources: the moral, spiritual, and social values of our nation. Our country's values are contained in the Declaration of Independence and the Constitution. The fundamental character of our nation is defined in those documents. Students are expected to uphold professional ethics throughout their careers as well as during the course. Students displaying unethical behavior (for example, plagiarism) will be dismissed in accordance with procedures outlined in Chapter 4.

**Section 1-3. Accountability.**

1. Students will report for duty in accordance with the class schedule. Table Leaders will take accountability at the start of the duty day and upon return from lunch (generally at 1300). At the end of each day, Table Leaders will place the Accountability Sheets in the Registrar's distribution box in Room 2305-2.
2. The Dean of Students will counsel students who are absent or late twice during the course. Students who are absent or late three times will be counseled by the Commandant, who will make a recommendation to the DTIG to retain or dismiss the student.
3. The Commandant is the approval authority for all student absences. Students requesting an absence will complete an OF41, Routing and Transmittal Slip, through their Table Leader, through their Faculty Advisor, through the Dean of Students, through the Deputy Commandant / Dean of Academics, to the Commandant. See the example at Figure 1. Students may reproduce this form as necessary using the copy machine located in the Student Support Center.

ROUTING AND TRANSMITTAL SLIP				Date
TO: (Name, office symbol, room number, building, Agency/Post)			Initials	Date
1. To: Commandant				
2. Thru: Deputy Commandant / Dean of Academics				
3. Thru: Dean of Students				
4. Faculty Advisor:				
5. Class Leader / Table Group Leader:				
	Action		File	Note and Return
X	Approval		For Clearance	Per Conversation
	As Requested		For Correction	Prepare Reply
	Circulate		For Your Information	See Me
	Comment		Investigate	Signature
	Coordination		Justify	X Info: Instructor and Registrar
REMARKS				
REQUEST TO MISS TRAINING:				
Date requested: _____ Time (e.g. 0800-0900)				
Instruction scheduled during that time: _____				
Reason absence is required during school hours:				
Impact if denied:				
DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions				
FROM: (Name, org. symbol, Agency/Post)			Room No.-Bldg.	
			Table Group Number:	
			Phone No.	
DOD EXCEPTION TO OF41 APPROVED BY GSA/IRMS 4/89			OPTIONAL FORM 41 (Rev. 7-76) Prescribed by GSA FPMR (41 CFR) 101-11.206  USAPPC V3.00	

Figure 1  
OF41, Routing and Transmittal Slip

**Section 1-4. Weekend Passes**

1. For purposes of accountability and emergency-contact reasons, students who plan to be away from their assigned billets overnight or for a weekend must complete a DA 31, Request and Authority for Leave. This requirement also applies to students who live in the local area and who plan to be away from their home address overnight or for a weekend. Both military and civilian students of all services will use the DA 31. This form is for accountability purposes only, and students will not be charged leave. Therefore, each student will check "Other" in block 7 and write "Pass" in the space provided. The class adjutant will receive blank copies of the DA 31 from the Registrar. The class leader will sign in block 12, Supervisor Recommendation, and the Commandant or Deputy Commandant will sign in block 13.
2. Students will also attach a Composite Risk Assessment generated from the Combat Readiness Center Web site (<https://crc.army.mil/home/>) using the POV Risk Assessment Tool for Leave, Pass, and TDY for AKO or non-AKO access as appropriate. Students may either select the tools option from the Home Page or access the application log-in site directly at [https://crcapps.army.mil/sign\\_in.asp?site+ASMIS1](https://crcapps.army.mil/sign_in.asp?site+ASMIS1). Instructions for this application appear in the Day One computer information handout package.
3. Students will submit the completed DA 31 with attached Risk Assessment through the class adjutant to the Commandant for approval by 1200 on the Thursday preceding the requested pass. The Commandant will approve risk assessments of Low and Moderate risk. If the risk assessment is High or Extremely High, the student must brief a risk-mitigation plan to the Commandant prior to approval. If the residual-risk level remains High or Extremely High in spite of the risk-mitigation plan, the Commandant reserves the right to deny the pass for uniformed service members only. DTIG is the appeal authority for pass denial.

**Section 1-5. Classroom Standards.**

1. All students are responsible to be on time, to be prepared for class, and to participate in class.
2. Students may have beverages in the main classroom (Room 2403) and the seminar rooms at any time. Please use a cup or container that has a lid in order to minimize spills. Students may not eat in the classrooms except at lunchtime. The prohibition on eating during class includes candy.
3. Students will turn off all pagers and cell phones during class.
4. Smoking and using smokeless tobacco are prohibited in all classrooms.
5. Students will keep the classroom neat. At the end of the duty day, Table Leaders will ensure that all leftover food and trash is discarded in the appropriate trash receptacles or recycling containers.

**Section 1-6. Non-Attribution Policy.**

1. In an effort to promote rich academic discussion and the free exchange of ideas, the U.S. Army Inspector General School adheres to a policy of non-attribution that applies to all

members of the staff and faculty, students, and guest speakers. The U.S. Army Inspector General School, as an educational institution, encourages freedom of expression in all academic endeavors. Comments made by speakers and students will not be attributed to them in any public forum or to any individual likely to transmit such statements to a public forum. However, participation in academic discussions at the school does not create a category of privileged communication.

2. The purpose of the school's non-attribution policy is as follows:

a. To protect all participants in school programs -- staff and faculty members, students, speakers, and other guests -- against having their remarks and opinions publicly quoted or otherwise attributed to them without their express consent.

b. To allow such remarks and opinions to be discussed away from the school provided that care is taken to avoid publicly identifying the speaker.

c. To encourage all speakers to be responsible for the substantive content of their statements.



## Chapter 2

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### Standards of Appearance

**Section 2-1. Weigh-In.** All uniformed Army students will report in the Improved Physical Fitness Uniform (IPFU) at 0645 on Day Two of the course for weigh-in. The faculty will weigh and measure the students on calibrated scales. Students who fail the height-and-weight screening criteria will receive a body-fat taping from a faculty member of the same gender in a private area; another faculty member will observe the taping process. If the student fails to meet the body-fat content standards during the initial taping session, two faculty members will execute a second taping at 1215 on Day Seven. If the student still fails to meet the body-fat standards, the Commandant will send the student to DeWitt Army Community Hospital on Fort Belvoir for a body-fat test conducted by a medical professional. If the student still fails to meet the body-fat content standards, the student will remain enrolled in the course and, upon graduation, be considered a fully certified Inspector General. However, the Commandant will notify the student's gaining command in writing that the individual failed to meet the Army's height-and-weight standards while attending the course. ALARACT Message 075 / 2007 (dated R 171414Z April 2007) permanently eliminated the requirement in Army Regulation 350-1, *Army Training and Leader Development*, paragraphs 3-10 and 3-18 b (4), to dismiss students failing to meet body-fat standards.

**Section 2-2. AR 670-1, Wear and Appearance of Army Uniforms and Insignia.** The battle-dress uniform (BDU), Desert Camouflage Uniform (DCU), or Army Combat Uniform (ACU) is the duty uniform for Army personnel attending the IG School. Members of other services will wear their services' equivalent of the BDU, DCU, or ACU. Civilians will wear business casual. Ensure that your uniform is up to date, serviceable, properly fitted, clean, and pressed.

**Section 2-3. Common Mistakes.** Some common areas of misunderstanding with regard to uniform wear appear below. All information is from AR 670-1.

1. The old version of the BDU coat with waist take-up tabs on both sides is still authorized for wear.
2. When performing duties such as charge of quarters, armorer, duty officer / NCO, or other duties as prescribed by the commander, Soldiers may wear an electronic device on the belt, belt loops, or waistband of the uniform. Only one electronic device may be worn (either a pager or a cell phone). Students at the school should not have to wear such a device during the conduct of the course.
3. Soldiers may carry gym bags, civilian rucksacks, or other similar civilian bags while in uniform. Soldiers may carry these bags by hand, on one shoulder using a shoulder strap, or over both shoulders using both shoulder straps. If the Soldier opts to carry a bag over one shoulder, the bag must be carried on the same side of the body as the shoulder strap; therefore, Soldiers may not carry the bag slung across the body with the strap over the opposite shoulder. If Soldiers choose to carry a shoulder bag while in uniform, the bag must be black with no other colors and may not have any logos (ACU- and BDU-pattern bags are authorized as well). The

contents of the bag may not be visible; therefore, see-through plastic or mesh bags are not authorized. There is no restriction on the color of civilian bags carried in the hand.

4. Soldiers may wear a wristwatch, a wrist identification bracelet, and a total of two rings (a wedding set is considered one ring) with Army uniforms unless prohibited by the commander for safety or health reasons. Identification bracelets are limited to medical-alert bracelets and MIA / POW identification bracelets. Soldiers may wear only one item on each wrist.

5. A religious item worn on a chain may not be visible when worn with the utility uniform.

6. Males will keep nails trimmed so as not to extend beyond the fingertip. Females will not exceed a nail length of  $\frac{1}{4}$  inch as measured from the tip of the finger.

7. IG students are not authorized to wear IG insignia prior to graduating from the course. Only trained and qualified IGs are authorized to wear the IG insignia.

**Section 2-4. Authorized Dress for the Class Social.** The class social occurs on Day 12 from 1630 to 1730. The normal location is the Washington Lounge at the Fort Belvoir Officer's Club, but that location is subject to change. Students are invited to bring spouses and may wear BDUs, DCUs, ACUs, or casual civilian attire. The Fort Belvoir Officer's Club does not allow shorts of any type, t-shirts, or jeans.

## Chapter 3

### Standards for Qualification and Graduation

**Section 3-1. Examination Requirements.** All quizzes consist of 20 multiple-choice questions. Students will have 30 minutes to complete each quiz. The Final Exam consists of 40 true-or-false and multiple-choice questions, and students will have 50 minutes to complete it. **Note: All quizzes, graded homework exercises, and the Final Exam are individual exercises for grade. The sharing of answers or responses is forbidden.**

**Section 3-2. Graduation Requirements.** To qualify for graduation, the minimum course standards are a total of 85 points out of 100. Students must achieve 85 percent on each quiz, a Go on each graded homework exercise, and 80 percent on the Final Exam (see Table A below).

1. If a student scores less than 85 percent on a quiz (8.5 points out of 10), the primary instructor will conduct re-training with the student. The Dean of Students or NCOIC will administer a re-test. Additionally, the Commandant will counsel the student with the Dean of Academics and Faculty Advisor present and notify the DTIG. The student must pass the re-test but will only receive seven points out of the 10.
2. If the student fails a second quiz, the Commandant will counsel the student with the Dean of Academics and Faculty Advisor present and recommend to the DTIG either to administer another re-test and continue the course or to dismiss the student from the school. If dismissed, the appellate authority is TIG (see paragraph 5-4 e (2) in Army Regulation 20-1).
3. Additionally, each student must achieve a Go on all graded homework exercises. If a student receives a first-time Go, he or she will receive 10 points for that exercise (see Table A). If a student receives a No Go on a graded homework exercise, the student's Faculty Advisor will require that person to re-do the homework. The student will only receive eight points upon achieving a Go. If the student receives a second No Go on that homework exercise, the Commandant will counsel the student with the Dean of Academics present and notify the DTIG. The student will only receive seven points upon receiving a Go on the third attempt. If a student fails a graded homework exercise on the third attempt, the Commandant will once again counsel the student and notify the DTIG with a recommendation that the student continue the course or face dismissal. *If a student fails to submit a homework assignment to his or her Faculty Advisor on time, that student will receive no more than eight points on that exercise even if he or she achieves a first-time Go. Likewise, all graded homework exercises are individual efforts and not collaborative efforts. Students may discuss as a group the process associated with the exercise; but, once each student begins the homework exercise, the sharing or discussing of answers is forbidden and considered to be plagiarism (see Section 4-2).*
4. If a student achieves less than 80 percent on the Final Exam (32 points out of 40), that student will fail the course. The Commandant will promptly contact the DTIG concerning the student's exam failure.

5. Students who pass each discrete evaluation but whose total points do not equal 85 or more will not pass the course and be qualified as an IG. The Commandant will counsel these students in writing immediately following the Final Exam on Day 15 and then notify the DTIG. The Commandant, in consultation with the Dean of Academics, may recommend to the DTIG that the student pass the course due to mitigating circumstances, strong academic effort, or other factors.

6. Students who tamper with electronically (password) protected versions of graded homework exercises for any reason will receive no more than five points for that exercise and written counseling by the Commandant. Tampering is defined as turning off the password-protected safeguards on the document's main body to alter the exercise's text in some way or to cut and paste text elsewhere in the document. Students may only type their responses in the fields provided for their input. A second transgression of this nature will result in the student's immediate dismissal from the course.

A summary of the graduation requirements appears below in Table A.

<b><u>Graduation Requirements</u></b>	<b><u>MAX</u></b>	<b><u>MIN</u></b>
Assistance Quiz	10	8.5 (85%)
Assistance Graded Homework	Go (10)	Go (8)
Investigations Quiz	10	8.5 (85%)
Investigations Graded Homework	Go (10)	Go (8)
Inspections Quiz	10	8.5 (85%)
Inspections Graded Homework	Go (10)	Go (8)
<u>Final Exam</u>	<u>40</u>	<u>32</u> (80%)
<b>Total</b>	<b>100</b>	<b>81.5 (need 85 to pass)</b>

Table A  
Graduation Requirements

## Chapter 4

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### Standards for Dismissal

**Section 4-1. Personal Conduct.** Students who violate regulations, policies, or established discipline standards are candidates for dismissal. Students who also present an overtly negative attitude, are disruptive to the class through constant tardiness, or exhibit a lack of motivation fall into this category as well. In accordance with Army Regulation 350-1, *Army Training and Leader Development*, paragraph 3-18 b (1), “[n]o formal adjudication of guilt by a military or civilian court or by a commander under Article 15 of the Uniform Code of Military Justice (UCMJ) is necessary to support dismissal” for reasons of personal conduct. If the Commandant determines that a student’s personal conduct should result in dismissal, the Commandant will consult the DTIG. If the DTIG supports the decision, dismissal proceedings will begin immediately as outlined in Section 4-5 below. The student may also receive a memorandum of reprimand from the TIG and, if one is issued, the Commandant will forward a copy of it to the student’s gaining unit or command.

**Section 4-2. Plagiarism.** Plagiarism is the act of presenting the ideas or exact words of another person as one’s own work. Faculty Advisors who suspect plagiarism will meet with the Dean of Academics and explain their reasoning and evidence. If the Dean of Academics supports the Faculty Advisor’s reasoning and evidence, the Dean of Academics will convene an Instructor Review Board comprised of the primary instructor who is the proponent of the graded exercise and two instructors (one of these individuals must be the Faculty Advisor who suspects the plagiarism). The Dean of Academics will chair the Instructor Review Board and review the evidence. If the Board disagrees with the plagiarism charge, the matter will end there. If the Board concludes by a preponderance of the evidence that plagiarism occurred, the Dean of Academics will present the Board’s findings to the Commandant along with a recommendation for action. If the Commandant agrees with the findings, the Commandant will consult the DTIG for a decision. If the situation is complex, the Commandant may opt to conduct a Commandant’s Inquiry or other form of investigation before making a final recommendation to the DTIG. If the DTIG determines that the student should be dismissed from the course, dismissal proceedings will begin immediately as outlined in Section 4-5 below. The student may also receive a memorandum of reprimand from the TIG. If a reprimand is issued, the Commandant will forward a copy to the student’s gaining unit or command.

**Section 4-3. Illness, Injury, or Compassionate Reasons.** Students who become ill, are injured during the course, or have a family or other problem may require administrative dismissal. If the illness or injury requires dismissal from the course, the Commandant will release the student from the course administratively and invite that student to return at the earliest possible opportunity. The Commandant will notify the student’s gaining unit of the dismissal. The Commandant will also address compassionate dismissals in the same manner; however, the Commandant will make the final determination with regard to compassionate dismissals after the student has presented all matters relevant to the issue. The Commandant will immediately inform the DTIG of all dismissals resulting from illness, injury, or compassionate reasons. The notification requirements outlined in Section 4-5 apply.

**Section 4-4. Academic Failure Dismissal Procedures.** Under the grading policy outlined in Chapter 3, the school's supervisory chain will counsel students as follows:

1. **First Quiz Failure:** The Dean of Academics will counsel the student in writing with the primary instructor and Faculty Advisor present and advise that student of the importance of academic vigilance and success (the Commandant will conduct the counseling in the Dean's absence). The student will then receive re-training and a re-test from the primary instructor. The Commandant will also notify the DTIG, and the student will continue with the course.
2. **Second Quiz Failure:** The Dean of Academics and the Commandant will counsel the student and assess that student's ability to complete the course successfully. The Commandant will then recommend to the DTIG whether the student should remain in the course and take a re-test or to begin dismissal proceedings. If the DTIG decides that the student should remain in the course, the student will take a re-test and, if successful, will continue with the course. If the DTIG decides to release the student from the course, dismissal procedures will begin.
3. **Third Quiz Failure:** If a student has failed two previous quizzes and then fails the third, the Commandant will counsel the student in writing again and recommend to the DTIG whether or not that student should take a re-test and proceed with the rest of the course (the Dean of Academics will conduct the counseling in the Commandant's absence and make the appropriate recommendation to the DTIG). If the DTIG decides that the student should remain in the course, the student will take a re-test and, if successful, will continue with the course. If the DTIG decides to release the student from the course, dismissal procedures will begin.
4. **Final Exam Failure:** If a student fails to pass the Final Exam, dismissal proceedings will begin immediately as outlined in Section 4-6. Students will not re-test the Final Exam.

**Section 4-5. Dismissal Procedures.** If the DTIG decides to dismiss a student from the course for academic failure or violating school rules, or if that student fails the Final Exam, dismissal procedures will begin as follows:

1. The Commandant will counsel the student in writing using a standard letterhead format that the student has been dismissed from the course and the basis for that decision (the Dean of Academics will conduct the counseling in the Commandant's absence). The Commandant will inform the student that he or she has the right to appeal the dismissal decision to the TIG within seven days or earlier as designated by the Commandant (or immediately if a Final Exam failure).
2. The student must acknowledge the dismissal notification in writing to the Commandant within two calendar days (or immediately if a Final Exam failure) and must indicate whether the student intends to appeal the dismissal action.
3. The Registrar will assemble that student's administrative and academic packet for review or reference by the Commandant, DTIG, or TIG for any appeals.
4. If a student appeals a dismissal decision to the TIG, the student must submit any matters supporting the appeal within five calendar days (or earlier as designated by the Commandant) after receipt of the written notification of dismissal. The appeal must first go through the Commandant to the DAIG Legal Office for an opinion and subsequent recommendation to the TIG. The Legal Office will determine the legal sufficiency of the dismissal action. Once the TIG has received the Legal Office's legal review, the TIG will make a final decision on the case. The

student will remain actively enrolled in the course until the appeals process is complete (except for students who fail the Final Exam since that event occurs on the last day of the course). All appeal actions will become part of the student's academic file.

5. If the student does not appeal – or if the TIG upholds the dismissal decision on appeal – that student will immediately meet with the Registrar and begin out-processing procedures.
6. The Commandant will notify the dismissed student's gaining unit in writing of the dismissal, the basis for the decision, and the results of any appellate actions.
7. After the student out-processes and departs from the school, the Registrar will make an appropriate entry on ATRRS within two days of the approval to dismiss the student.
8. If the dismissed student is an active-Army NCO, the Commandant will report the student's dismissal to the Commander, Human Resource Command, ATTN: AHRC-EPT-FN, 200 Stovall Street, Alexandria, Virginia 22332-0400. The Commandant will provide the Commander, HRC, with the student's full name and current grade, Social Security Number, date of dismissal, complete address of the student's unit of assignment, and a brief synopsis of the reason for dismissal.
9. If the dismissed student is a member of the Army National Guard on AGR Title 32 status, the Commandant will report the student's dismissal to the Chief, National Guard Bureau, and the appropriate State Adjutant General (TAG) (see paragraph 3-18 I of Army Regulation 350-1).

## Chapter 5

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### Student Support

**Section 5-1. Student Support Center.** The Student Support Center is located in Room 2305-2. Hours are 0730 to 1630. The center has a refrigerator, two microwave ovens, a fax machine, a copy machine, and two telephones for student use. The following information applies to telephone calls:

1. For official calls from the Student Support Center, dial 99 for off-post or 94 for DSN access. Continue dialing the complete 10-digit number; do not wait for a second dial tone. Log-in official calls once they are complete.
2. To use the phone in the Student Support Center for a personal call, students must use a credit or calling card.
3. If someone needs to contact a student during class, that person may phone the school at commercial (703) 805-3900 or DSN 655-3900. The fax number is (703) 805-3899 or DSN 655-3899. In an emergency, the message will be brought to the student; otherwise, the Registrar will put the message in distribution.

**Section 5-2. Bus Transportation.** The bus departs from the front of the BOQ at 0730. The bus departs Humphreys Hall (21<sup>st</sup> Street entrance) five minutes after class ends. If class ends early, or goes late, the Class Adjutant will inform either the Registrar or the Dean of Students, who will notify Transportation.

**Section 5-3. Lunch.** There are several places where students can buy lunch. If students have a vehicle, they can use several establishments: the PX food court, the golf course clubhouses, the Community Club, and the Officers Club. Students who bring their lunch may store it in the refrigerator in the Student Support Center.

**Section 5-4. Combatant Command and Joint IG Course Classroom.** The Combatant Command and Joint IG Course classroom is located in Room 2410. This room is open from 0730 to 1615 and contains two of the printers students may use to print slides or other documents as necessary.



## Chapter 6

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### Fort Belvoir Information

#### **Section 6-1. Medical and Dental Services.**

1. DeWitt Army Community Hospital is located near the intersection of Belvoir Road and 12<sup>th</sup> Street. The Emergency Room is open 24 hours a day. The phone number to the Emergency Room is (703) 805-0414 / 0562.
2. Logan Dental Clinic is located at 9515 Hall Street, Building 1099. The clinic holds Dental Sick Call on Monday through Friday from 0730 to 0930. The phone number is (703) 806-4392.

**Section 6-2. Running on Post.** Fort Belvoir policy directs that individual runners and joggers will wear reflective belts diagonally across the shoulder during periods of reduced visibility. These periods are one-half hour before sunrise or earlier and one-half hour after sunset or later. Reduced visibility also includes overcast, rainy, and foggy conditions. During periods of normal visibility, reflective belts may be worn around the waist and may be substituted with reflective vests at any time. Headphones or earphones will not be worn in close proximity to traffic or when crossing the roadways.

**Section 6-3. Fitness Centers.** Fort Belvoir has several fitness centers. Locations and times are listed below:

The Body Shop: 1023 12th St., Bldg. 1023, (703) 806-3100

Hours: Monday - Friday: 5:30 am - 8:00 pm, Saturday and Sunday: 9:00 am - 5:00 pm

Graves Fitness Center: 2116 Abbott Rd., Bldg. 2116, (703) 806-5368

Hours: Monday - Friday: 5:30 am - 9:00 pm, Saturday and Sunday: 9:00 am - 5:00 pm

Wells Field House: 1810 Goethal Rd, (703) 806-5093

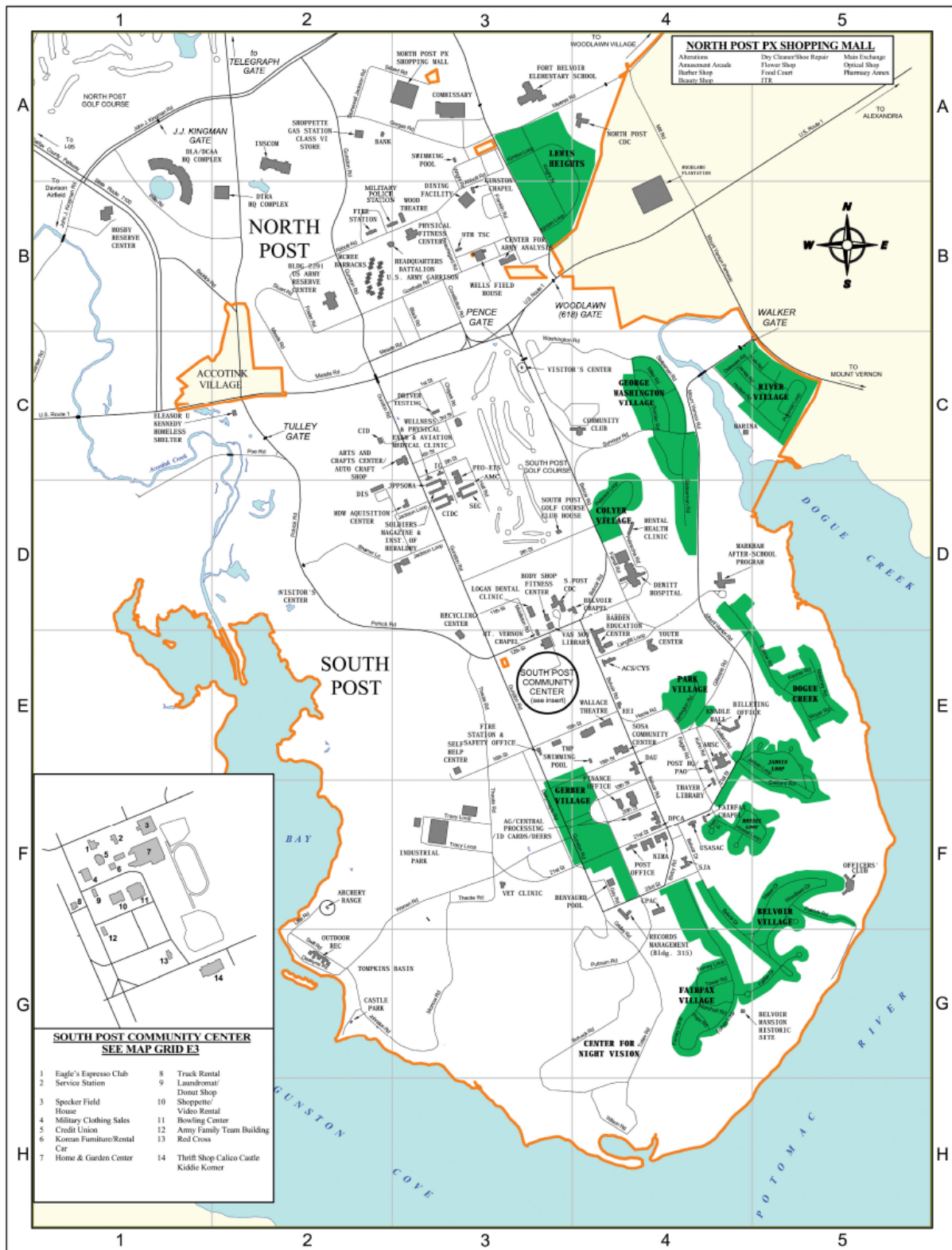
Hours: Monday - Friday: 11:00 am - 4:00 pm

Specker Field House: 1182 12th St, (703) 806-3057

Hours: Monday - Friday: 6:00 am - 1:00 pm

**Note:** Soldiers must wear the IPFU in all gyms from 0630-0730 on weekdays.

**Section 6-4. Fort Belvoir Map.** The following map of the installation is also available on the Fort Belvoir Web site at [www.belvoir.army.mil](http://www.belvoir.army.mil).



## Chapter 7

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### Refresher Course Student Information

**Section 7-1. Re-certification.** Army IGs serving beyond four years must attend a one-week Refresher Course at TIGS to re-certify for continued IG service. TIG will automatically decertify any Army IG serving beyond 52 months who has not attended a Refresher Course. Any Army IG who has a break in IG service for even one day must attend the three-week course to continue serving as an IG unless the TIG, DTIG, or Commandant waives the requirement (see AR 20-1, paragraph 5-4 e (1)).

**Section 7-2. The Purpose and Goal of Re-certification.** The purpose of re-certifying serving IGs after four years is to ensure that IGs serving beyond a normal detail still retain basic knowledge of the fundamentals of the Army IG system. Therefore, the goal of re-qualification is to re-verify each serving IG's knowledge and understanding of basic IG principles, processes, concepts, and terms.

**Section 7-3. Academic and Graduation Requirements.** Refresher Course students will re-certify by passing two quizzes. The first quiz, administered on Day Three, contains 10 questions; and the second quiz, administered on Day Five, contains 20 questions. Each student must achieve a minimum of 70 percent on each quiz. In addition, each student will complete a diagnostic exam on Day One that will assess the student's existing knowledge of current IG principles, processes, concepts, and terms. The course grading policy is as follows:

1. If a student scores less than 70 percent on a quiz, the instructors will administer a re-test. Additionally, the Commandant will counsel the student and notify the DTIG. Students must pass the re-test but will only receive the points required for passing at the 70-percent level. For example, students may score 10 out of 10 on the re-test but will only receive seven points -- the minimum number required to pass the event.
2. If a student fails a second quiz, the Commandant will counsel the student and recommend to the DTIG either to administer another re-test or to dismiss the student from the course as uncertified. If dismissed, the appellate authority is the TIG (see AR 20-1 and Chapter 4 of this handbook).
3. Students who fail the Refresher Course must attend the very next Refresher Course or, if necessary, the next three-week course. In selected cases, students who fail the course may arrange with TIGS (based upon TIG approval) to complete a non-resident re-certification examination within an established period of time but not beyond the date of the next Refresher Course.

A summary of the Refresher Course graduation requirements appears below in Table B.

<b><u>Graduation Requirements</u></b>	<b><u>MAX</u></b>	<b><u>MIN (70%)</u></b>
Quiz 1	10	7
Final Exam	<u>20</u>	<u>14</u>
<b>Total</b>	<b>30</b>	<b>21</b>

Table B  
Refresher Course Graduation Requirements

**Section 7-4. Preparing for the Refresher Course.** IGs may prepare for the Refresher Course by studying the knowledge-based Enabling Learning Objectives (ELOs) that appear in the Advance Sheets booklet. The testable ELOs appear on pages 5, 7-8 (1 through 12 only), 11-12 (1 through 12 only), 13-14 (1 through 11 only), and 15-22. Students will not be evaluated on application-based ELOs. The Advance Sheets booklet and all course instructional material are available on the TIGS Web site ([http://tigu-online.ignet.army.mil/tigu\\_online/index.htm](http://tigu-online.ignet.army.mil/tigu_online/index.htm)) under the hyperlink "Distance Learning." Students are welcome to review the applicable slide presentations and references prior to attending the course.

